

Memorandum

To: DIRECTOR
DEPUTY DIRECTORS
DISTRICT DIRECTORS
SERVICE CENTER DIRECTORS
PROGRAM MANAGERS

Date: August 2, 2000

File:

From: DEPARTMENT OF TRANSPORTATION
DESIGN AND LOCAL PROGRAMS

Subject: Transportation Enhancement Activities and Environmental Enhancement and Mitigation Programs

The purpose of the memorandum is to inform you of a change in the reporting relationship for the Transportation Enhancement Activities (TEA) and Environmental Enhancement and Mitigation (EEM) Programs. The TEA and EEM programs previously reported to the Office of Landscape Architecture in Design & Local Programs.

Effective August 1, 2000, the TEA program and EEM program will report to the Office of Program Management, Local Programs. The general purpose of the TEA and EEM programs is generally to administer federal funds for use by local agencies. This change will provide a consistent management approach for all programs which administer federal funds for local agencies.

Marsha Mason (TEA Program Coordinator) and Carolyn Dudley (EEM Program Coordinator) will remain in the Office of Landscape Architecture and continue to provide the support to these programs until these two positions can be advertised and the positions filled. This transition period is expected to be for a period of three to four months.

I would thank Ms. Mason and Ms. Dudley for their outstanding work and commitment to these two programs over the years.

Original Signed by
Robert L. Buckley
ROBERT L. BUCKLEY
Program Manager
Design and Local Programs

c: MMason
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